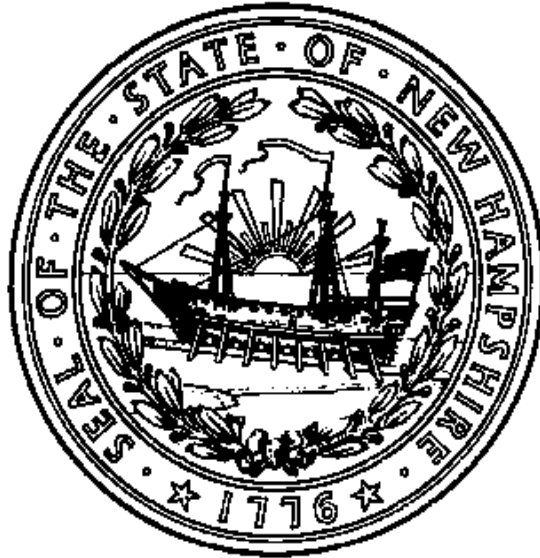


STATE OF NEW HAMPSHIRE



DEPARTMENT OF JUSTICE

S*T*O*P (Services*Training*Officers*Prosecutors) VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM

SUBGRANT APPLICATION KIT Fiscal Year 2005

**THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE
GRANTS MANAGEMENT UNIT**

MISSION STATEMENT

The Grants Management Unit of the Department of Justice exists to make a difference in the lives of the citizens of New Hampshire by ensuring the proper use of federal funds for criminal justice purposes. The Grants Management Unit does this through:

- * the professional administration of grant resources;
- * the adherence to all underlying federal and state requirements;
- * the coordination of federal criminal justice resources available to the state; and
- * efficient service and assistance.

S*T*O*P (Services*Training*Officers*Prosecutors)
VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM
SUBGRANT APPLICATION KIT

TABLE OF CONTENTS

This Application Kit contains all the necessary forms and instructions for completing a subgrant application for funding under the S*T*O*P Violence Against Women Formula Grant Program as administered by the N.H. Department of Justice. This grant is made available through the Violence Against Women Office, Office of Justice Programs, and U.S. Department of Justice.

<u>SECTION</u>	<u>PAGE</u>
INTRODUCTION	4
PROGRAM PURPOSES	4
APPLICATION PROCESS	5
APPENDIX A – COVER PAGE	12
APPENDIX B – APPLICATION NARRATIVE.....	14
APPENDIX C – BUDGET ITEMIZATION	17
APPENDIX D – BUDGET NARRATIVE	20
APPENDIX E – VAWA PROGRAM GUIDELINES & CONDITIONS	22
APPENDIX F – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION	26
APPENDIX G – APPLICATION CHECKLIST	28

INTRODUCTION

The S*T*O*P Violence Against Women Formula Grant Program, hereinafter referred to the VAWA Program, is designed to encourage States to develop and implement coordinated, multidisciplinary approaches to addressing domestic violence, sexual assault, and stalking.

Through the VAWA Program, States must develop and implement victim-centered strategies, through subgrant projects, that encourage law enforcement, prosecution, the judiciary, pre-trial services, probation and parole, and other components of the criminal justice system involved in the effort to end violence against women to collaborate within and among themselves, as well as with private, nonprofit victim service providers and victim advocates.

PROGRAM PURPOSES

Subgrants under the VAWA Program must meet one or more of the following purposes:

1. Training law enforcement officers, judges, other court personnel and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault and domestic violence and dating violence.
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including sexual assault and domestic violence.
3. Developing and implementing more effective police, court and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim service programs, including sexual assault and domestic violence and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in court where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence and dating violence.
6. Developing, enlarging, or strengthening programs addressing stalking.

7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence and dating violence.
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

APPLICATION PROCESS

In order to receive consideration, a grant application package must include all of the following components.

A. COVER PAGE

Please complete the cover page, provided as Appendix A, with the appropriate information. The names listed on this cover page and the signatures provided on these application package forms should be that of the head of the unit of government, director of the public department or agency, or other person legally authorized to submit and accept grants on behalf of the unit of government, public department or agency. The Grant Starting Date should be the expected start date of the grant award and the Program Implementation Date should be the expected start date of the grant program. Programs should be implemented within ninety-days (90) of the Grant Starting Date.

B. APPLICATION NARRATIVE

The Application Narrative, provided as Appendix B, should be sufficiently detailed to address the items listed below, but concise enough to present this information within a format of 5 pages or less.

1. Problem Statement

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The purpose of this section of the Application Narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds. This section also should describe approaches taken thus far to address the problem. The description of the problem should be supported by an analysis of statistical information and/or other factual information or relevant literature. The sources or methods used for assessing the problem also should be listed and described.

2. Program Description

This section should provide a brief description of the proposed solution to the problem. It should discuss both the scope and intent of the program and its relationship to the priorities and goals of your strategy. In this section, please describe the applicant agency; i.e. the types and number of victims being served, the types of direct services being offered, and the number of volunteers and total hours donated. If there are salaried positions sought in this grant program, please describe the allowable direct service functions under VAWA for these positions.

3. Goals, Objectives, Activities, and Performance Measures

This section should contain a separate discussion of each of the program goals and its accompanying objectives, activities, and performance measures. The goals are general statements of the desired results or outcome of the program. They should address the problem identified in the problem statement. The goals should be both realistic and achievable.

The objectives are specific approaches to achieving each of the goals. Objectives focus on the methods that will be used to address the problem; they should be clearly stated, realistic, and measurable. The accomplishment of objectives should result in the achievement of the goals they support.

The activities are performed to accomplish the objectives; they are the key operational elements of the program and must be specific and measurable.

Performance measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments; measure the degree to which the objective has been accomplished.

Within the Application Narrative, each goal should be presented with all of its accompanying objectives and key activities. Each objective must also be linked to one or more corresponding performance measures, which must be clearly identified, results oriented, and reasonably attainable.

A very simplified example of this format would be as follows:

Example:

Goal 1: To continue to provide direct services to victims of sexual assault.

Objective 1: To continue to have specialized personnel available to assist victims of sexual assault.

Activities: In order to achieve our stated goal and objective we plan to continue to fund our victim advocate to assist victims of sexual assault.

Performance Measures: An actual measure of achievement of this goal and objective would be the number of victims served by this victim advocate. A quantitative measure of achievement would be the victim's satisfaction of the services provided by the victim advocate.

4. Reporting, Monitoring, and Evaluation Methods

This section of the Application Narrative should indicate how your agency will assess the overall program and determine whether the program funded is achieving, or has achieved the program's goals and objectives.

C. BUDGET

A VAWA Budget form is attached as Appendix C. Federal Funds for VAWA programs must be used to supplement, not supplant, existing subgrantee programs and services. VAWA funds may only be used to support allowable VAWA activities. Any portion of overhead costs such as rent, utilities, and equipment that is used for unallowable VAWA activities must be supported by other funding sources. VAWA grants require a matching CASH and/or IN-KIND contribution of 25% of the Total Budget (Total Budget equals the Federal amount requested plus the match amount). Match can also be calculated by taking 1/3 of the "Federal Funds" requested. OJP's "Financial Guide" governs the source of non-federal match. All funds designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. A match must be identified in a manner that guarantees its accountability during an audit. NOTE: Federal funds or match from one grant source MAY NEVER BE USED as federal funds or match on another federal grant program.

MATCH REQUIREMENT FOR STOP FORMULA GRANTS

Match Requirement

By statute, a grant made under the STOP Formula Grant Program may not cover more than 75% of the total costs of the project(s) funded. State governments may satisfy this match requirement with either cash or in-kind services and may require subgrantees to provide all or part of the match.

The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local, and community resources to the purposes of the project. The costs of activities counted as match must be directly related to the project goals and objectives and must meet the same allowability and documentation requirements as federal funds. These requirements apply to in-kind match as well as cash match.

Source of Match

The source of the 25% non-Federal portion of the budget is governed by OJP's *Financial Guide* and the STOP Program statute. The following provisions apply to the match requirement:

Cash Match

Funds contributed from private sources or state and local governments may be a source of match. For example, if the program receives cash donations or money from the United Way, this may be used as a source of match. Such funds should be used for program costs that may satisfy the match requirement. Federal funds may not be used as match.

In-Kind Match

Following are some specific examples of possible sources of in-kind match for this program:

For subgrantees:

- If an entity other than the subgrantee donates office space free of charge to the subgrantee for the project, the rental value of the space may be used as match. For example, a police department may donate an office to house a victim advocate from a domestic violence shelter. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Programs also may receive short-term donations of space, such as a room to hold a meeting or a training event, which may be used as match. If the Subgrantee owns the program space, the match must be calculated based on the actual cost of ownership (pro rata share of actual costs of ownership including depreciation).
- The salaries of any employees of the subgrantee that are working on grant-related purposes but are not paid with grant funds may be used. For example, a hotline coordinator at a shelter, a police officer or prosecutor working on a sexual assault unit, or other employees could be used as match to the extent that they are not paid by Federal funds. Time and attendance records would be required to document the time spent working on the funded project.
- If the subgrantee has a board of directors or advisory board and the members are not compensated for their time, the time spent by the council members may be used as match. Any other volunteers involved in the project, such as trainers and speakers, pro bono attorneys and other professionals, hotline volunteers, people volunteering to give public presentations about the subgrantee or about violence against women, volunteers facilitating support groups, and child care volunteers also may be used as match. Volunteer time used as match must be documented and of fair value.
- The reasonable value of other donated tangible goods may be used as match. For example, a program may receive donations of used clothing, the reasonable value of which may be used. A funded shelter may also solicit donations both from individuals

- and from companies such as supermarkets of food and items such as shampoo and toothpaste for use by victims, toys and other supplies such as diapers or formula for victims' children, and supplies for the program itself such as furniture or computers.
- Subgrantees also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the program. Other examples of donated services may include web space and services, other computer services, legal services, translation services, telephone services and accounting services for the program as well as psychological counseling, job training, medical services, taxi and hotel vouchers, and child care services for victims. The services could be provided by an individual volunteer or by a company.

BUDGET ITEMIZATION:

The numbers in the "Total Budget" column must always be equal to the sum of the "Federal Funds" and "Matching Contribution" columns. The "GRAND TOTALS" must be the sum of the subtotals for the seven sections (A. - G.).

1. Personnel: List all job titles for which funds are being requested, showing the total annual salary for the position, the percentage of time for the position that will be spent on VAWA allowable activities, the amount of salary to be devoted to this program (annual salary x percent time), the amount of federal funds requested for the position for this program. Recipients of VAWA grant funds for personnel positions are required to maintain detailed, hourly, time and attendance records for every personnel position funded (partially or fully) under this grant program and volunteers if their hours are used for In-Kind match. Records must specify the dates of service; types of services performed and the number of hours worked performing these services. The records must also differentiate allowable vs. non-allowable services. These records will be subject to review by the New Hampshire Department of Justice during regular monitoring visits.
2. Fringe Benefits: Itemize fringe benefits (medical coverage, etc.) and show the total cost for the program and the amounts to be contributed by the federal funds and matching contributions.
3. Contractual Services: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate, the total cost, and the amounts to be contributed by federal dollars and matching contributions.
4. Travel: List projected in-state mileage, rate of reimbursement (\$.375), total mileage cost, and amounts to be contributed by the federal dollars and other sources. Also list any projected out-of-state travel such as conferences.
5. Facility Cost: Cost per square foot is not an allowable method to calculate in-kind match on space unless the space is actually rented from an "arms length" third party. If that is not the case, the in-kind match must be calculated on an actual cost of ownership basis. This includes the square foot percentage share of actual costs such as maintenance, utilities,

janitorial and depreciation. Cash facility expenses such as rent and utilities cannot exceed the pro rata share of the funded program to the overall agency budget.

6. Other Costs: This may include items such as postage, evidence, telephone, printing, and office supplies. List each item separately, except that individual supplies need not be itemized.
7. Equipment Purchases: List any equipment to be purchased and show the total budget and the amounts to be contributed by matching funds.

GRAND TOTALS:

Total each of the three columns. Each of the columns should equal the sum of the Subtotals for the seven budget categories in that column. "Total Budget" column must equal the sum of the "Federal Funds" and "Matching Contribution" columns.

D. BUDGET NARRATIVE

The VAWA budget narrative form is attached as Appendix D. The budget narrative should provide the justification for the expenses itemized in the budget. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For example, for the Personnel category, list the personnel, their program job functions, and any pertinent explanatory information. Include a breakdown of the source (whether value of In-Kind or Cash) and the amount of your proposed matching funds and an explanation of the In-Kind Match and how its cash value was calculated. In-Kind Match is donated services, which the agency does not pay for.

E. AGENCY BOARD OF DIRECTORS

If the applicant agency is a non-profit, non-governmental agency, please provide a list of the Board of Directors, and include a copy of your most recent IRS Form 990 with your application submittal.

F. VAWA PROGRAM GUIDELINES AND CONDITIONS

VAWA Program Guidelines and Conditions are attached as Appendix E. If VAWA grant funds are awarded for the program described in this application package, adherence to the program guidelines and conditions listed in this form will be required during the administration of the grant. Signatures provided on these forms should be that of the head of the unit of government, director of the public department or agency, or another person legally authorized to submit and accept grants on behalf of the unit of government, public department or agency. These guidelines are revised each year to ensure compliance with any changing Federal requirements, please read them carefully and completely before signing.

G. CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION

A Debarment Certification form is attached as Appendix F. A person may be debarred or suspended for any of the causes listed in 28 CFR §67.305 and §67.405. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one Federal agency shall have government wide effect. For purposes of this certification, “prospective lower tier participant” shall refer to the subgrantee.

H. APPLICATION CHECKLIST

Please complete and return the application checklist, attached as Appendix G, with the application package to ensure that all necessary items have been submitted. NOTE: Non-profit agencies must include their most current IRS Form 990 with their application all other agencies requesting funding please include a copy of your most recent audit and any accompanying management letter.

ANNUAL PERFORMANCE REPORT

The annual performance report is not attached. This report information is required of all VAWA Program subgrant projects and will reflect your grant activities for the coming year (1/1/05 to 12/31/05). **This report must be completed and be returned to this office in January 2006. You can locate and print your reporting form (although still in DRAFT format) at www.muskie.usm.maine.edu/vawamei. Go to the Progress Reporting forms, then scroll down to the VAWA Formula grant and select the form and instructions.**

SUBMISSION

Please submit your completed application package to by **October 25, 2004**

**Susan H. Dearborn, VAWA Grant Manager
Grants Management Unit
New Hampshire Department of Justice
33 Capitol Street
Concord, NH 03301**

If you have any questions regarding this application kit or the application process, please feel free to contact Susan Dearborn at 271-8091 or E-mail: susan.dearborn@doj.nh.gov. For general grants information you may access our Webpage at www.doj.nh.gov.

APPENDIX A



STATE OF NEW HAMPSHIRE
DEPARTMENT OF JUSTICE

S*T*O*P VAWA GRANT APPLICATION
COVER PAGE

- a) Program Title _____
- b) Grant Starting Date _____ Ending Date _____
- c) Program Implementation Date _____ d) Federal Funds Requested \$ _____
- e) Agency Name _____
- f) Head of Agency
Name _____ Title _____

(e-mail address) (telephone number)
- g) Program Director
Name _____ Title _____
Address _____

(e-mail address) (telephone number)
- h) Fiscal Officer
Name _____ Title _____
Address _____

(e-mail address) (telephone number)
- i) Address of centralized location of financial records (if other than fiscal officer)
Address _____

APPENDIX B

B. APPLICATION NARRATIVE

Please use this form in providing the following information. If the space provided is insufficient, attach supplemental sheets referencing by number, the section of the narrative to which it applies. Please pay careful attention to the instructions and format governing the completion of the Application Narrative, particularly the “Goals, Objectives, Activities, and Performance Measures” section.

1. Problem Statement

2. Program Description

3. Goals, Objectives, Activities and Performance Measures

4. Reporting, Monitoring and Evaluation Methods

APPENDIX C

Department of Justice Grant Application

BUDGET ITEMIZATION

Program Name:

A. PERSONNEL (Job Title)	Annual Salary	VAWA Allowable%	Federal Funds	Matching Contribution	Total Budget
	Subtotals				
SOCIAL SECURITY & OTHER FRINGE BENEFITS (Itemize)					

Department of Justice Grant Application

BUDGET ITEMIZATION (CONT'D)

Program Name:

C. TRAVEL	Federal Funds	Matching Contribution	Total Budget
Subtotals			
D. FACILITY COST			
Subtotals			
E. OTHER COSTS			
Subtotals			
F. EQUIPMENT PURCHASES (Description, Quantity, Unit Price)			
Subtotals			
GRAND TOTALS			

APPENDIX D

Department of Justice Grant Application

BUDGET NARRATIVE

Program Name:

Subgrant Match:

{**REMINDER:** In-kind match contribution is something that is donated. If money is being paid for the match item or service, then it must be considered cash match. Federal funds from one grant source **MAY NEVER BE USED** as match on another federal grant program.}

a.	Value of In-Kind Match:	\$ _____
b.	Cash Match:	\$ _____
c.	Total Match:	\$ _____

Source of Matching Funds:

Budget Narrative:

APPENDIX E

VAWA PROGRAM GUIDELINES AND CONDITIONS

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by STOP Violence Against Women formula grant funds, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with the applicable provisions of the Violence Against Women Act, which was enacted by Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Pub.L. No. 103-322; the Violence Against Women Act of 2000, enacted as Division B of the Victims of Trafficking and Violence Protection Act of 2000, Pub. L. No. 106-386; and the STOP Violence Against Women Formula Grant Program Regulations, 28 C.F.R. Ch. 1 §90.1-90.24.
2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office of Justice Programs “Financial Guide”.
3. The subgrantee agrees to provide information on the program supported with VAWA grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit, and to retain grant-related documentation for 3 year after the close of the grant award period. The subgrantee agrees to track and report the data required for the annual VAWA subgrant performance report.
4. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to this VAWA grant program. Further, the subgrantee agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.
5. The subgrantee agrees to implement this project within ninety-days (90) following the grant implementation date (stated on the cover page of the application) or be subject to automatic cancellation of the grant. Evidence of project implementation must be outlined in the first quarterly financial expenditure report.
6. The subgrantee assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose.
7. The subgrantee agrees that all VAWA funds will be expended on VAWA allowable activities as described in the subgrantee’s program abstract narrative. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in project activities, designs or budget plans which were set forth in the subgrantee’s application.

VAWA PROGRAM GUIDELINES AND CONDITIONS (Continued)

8. The subgrantee agrees to maintain detailed time and attendance records for any and all personnel positions funded by VAWA (federal and match) if 100% of the person's job is not 100% VAWA allowable, and for all volunteers where the volunteer hours are used as In-Kind match. If time and attendance records are required, they must be used as the basis for declaring personnel related expenses on the grant.

9. Equipment purchased with VAWA funds shall be year 2000 compliant and shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, location, and percentage of federal VAWA funds.

10. The subgrantee agrees that the title to any equipment purchased with VAWA funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the VAWA program purposes for which it was acquired.

11. The subgrantee agrees that if their agency has an audit performed a copy of that audit complete with any management letters will be forwarded to the New Hampshire Department of Justice, Grants Management Unit for review.

12. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.

13. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the subgrantee on the grounds of race, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit **and** to the Office of Civil, Office of Justice Programs, 810 Seventh Street, NW, Room 8136, Washington, DC 20531. Reference information may be found at http://doj.nh.gov/grants/civil_rights.html.

14. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the United States.

15. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. ____ awarded by the Violence Against Women Grants Office, Office of Justice Programs and administered through the New Hampshire Department of Justice."

VAWA PROGRAM GUIDELINES AND CONDITIONS (Continued)

16. The subgrantee assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

17. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

18. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Violence Against Women Grants Office, Office of Justice Programs, and U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice".

19. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

20. The subgrantee agrees to maintain confidentiality of client-counselor information, as required by state and federal law.

21. The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies who work in connection with programs financed in whole or part by federal loans or grants. The Hatch Act prohibits a grant-funded person from becoming a candidate for public office in a partisan election. For further information please refer to U.S.C. Title 5 Sections 1501-1508 and Title 5 of the Code of Federal Regulations part 151.

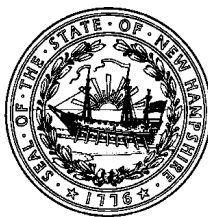
Name and Title of Authorized Representative

Signature Date

Name and Address of Agency

APPENDIX F

DEPARTMENT OF JUSTICE
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

Name and Title of Authorized Representative

Signature

Date

Name and Address of Agency

APPENDIX G

APPLICATION CHECKLIST

Please be sure that the following sections are completed and returned with your VAWA grant application. Please include a completed copy of this checklist in your application.

- _____ **COVER PAGE**
- _____ **APPLICATION NARRATIVE**
(with additional sheets if necessary)
- _____ **BUDGET ITEMIZATION**
- _____ **BUDGET NARRATIVE**
- _____ **AGENCY BOARD OF DIRECTORS (non-profits only)**
- _____ **SIGNED VAWA PROGRAM GUIDELINES AND CONDITIONS**
- _____ **SIGNED CERTIFICATION REGARDING DEBARMENT,**
SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION
- _____ **IRS FORM 990 FOR NON-PROFIT AGENCIES (non-profits only)**
- _____ **MOST RECENT AUDIT REPORT AND MANAGEMENT LETTERS**
- _____ **APPLICATION CHECKLIST**